

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD
MEETING HELD APRIL 10, 2017 GOSHEN, INDIANA**

The Board of Public Works and Safety and Storm Water Board of the City of Goshen met in the Council Chambers, 111 East Jefferson Street on April 10, 2017, at 2:00 P.M. for their weekly Board meeting. Mayor Stutsman was the presiding officer with members of the Board present or absent as follows:

PRESENT: Mayor Stutsman, Board Member Day

ABSENT: Board Member Landis

OTHERS: Clerk-Treasurer, Clerk-Treasurer Administrative Assistants, City Attorney, Assistant City Planner, Assistant Fire Chief, Police Chief, Building Inspectors, Street Commissioner, Assistant Street Commissioner, Legal Compliance Administrator, Mayor's Administrative Assistant Lung, Park Superintendent, Superintendent of Waste Water, Superintendent of Water and Sewer, Utilities Billing Office Supervisor, Director of Public Works, Central Garage Fleet Manager, Communications Coordinator.

Minutes of the meeting of March 27, 2017 were presented. On motion of Board Member Day and second by Mayor Stutsman, the minutes were approved as presented.

REQUEST TO APPROVE SIGN INSTALLATION—209 W. LINCOLN AVENUE

Office Manager Stacey Holdeman of Premiere Signs requested Board approval to install a 3' x 4' double sided, unlit sign at 209 W. Lincoln Avenue which will project into the right-of-way. There will be no other signs installed at the property per the zoning regulations

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

REQUEST TO APPROVE ALLEY BLOCKAGE—417 S. MAIN STREET

St. John's Church representative Alice Wheeler requested Board approval to block the alley between St. John's church, located at 417 S. Main Street, and the parish center, located at 117 W. Monroe Street, on April 15, 2017 from 8:00 p.m. until 9:00 p.m. for a Holy Vigil Mass.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

REQUEST TO APPROVE MECHANICAL LICENSE—J. GILL AND S. HARRELL

Building Inspector Myron Grise requested Board approval to issue mechanical licenses to James Gill and Sean Harrell.

James Gill of A. Hattersley & Sons, Inc., located at 3939 Mobile Avenue, Fort Wayne, Indiana, 46805, has met the requirements for a City of Goshen Mechanical License. He achieved a passing score of 86% on the ICC Indiana Standard Master Mechanical examination taken on February 23, 2015 in Michigan City, Indiana.

Sean Harrell of Pranger Enterprises, Inc., located at 101 W. State Road 4, Hudson, Indiana, 46747, has met the requirements for a City of Goshen Mechanical License. He achieved a passing score of 70% or better on the ICC W-29-National Standard Master Mechanical examination taken on February 16, 2017 in Fort Wayne, Indiana.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

REQUEST TO DISPOSE OF OUTSTANDING WARRANTS

Clerk-Treasurer Angie McKee requested Board approval to dispose of outstanding warrants. Pursuant to IC 5-11-10.5-3, the warrants have been outstanding for a period of two or more years as of December 31, 2014. The total amounts are as follows:

City A/P	\$3,049.67
Utilities A/P	\$2,393.34

Many of these checks were re-issued for payment and this step removes each of them from the outstanding check list in the financials of the City and Utilities.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

REQUEST TO DISPOSE OF UNPAID FINALED ACCOUNTS

Utilities Billing Office Supervisor Kelly Saenz requested Board approval to move uncollected finalized accounts from active to Collection, Sewer Lien, and Write Offs. The original amount of unpaid final Water/ Sewer accounts for this period was \$12,072.25. Collection letters were sent out and payments of \$4,043.28 had been collected. The uncollected amount equals \$8,028.97 and is as follows:

Water:	\$3,865.83
Sewer:	\$4,163.14

These are accounts that for the most part were finalized through February 15, 2017.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

REQUEST TO APPROVE RESOLUTION #2017-08 “APPROVE LEASE OF WILDEN AVENUE REAL ESTATE AND AUTHORIZE ISSUANCE OF A REQUEST FOR BIDS TO LEASE WILDEN AVENUE SITE”

Legal Compliance Administrator Shannon Marks requested Board approval for Resolution #2017-08. The City of Goshen, Indiana owns real estate at 1000 West Wilden Avenue, some of which consists of vacant land. The City is interested in soliciting bids to lease a portion of 1000 West Wilden Avenue consisting of an unimproved area of approximately 54,400 square feet (160’ by 340’) located on the west side of North Indiana Avenue (herein referred to as “Wilden Avenue Real Estate). Notice has been published and a public hearing conducted to determine whether the City should lease the Wilden Avenue Real Estate.

BE IT RESOLVED that the Goshen Board of Public Works and Safety has determined that the lease of the Wilden Avenue real Estate, rather than the sale, transfer, or exchange would be in the best interests of the City and the public.

BE IT FURTHER RESOLVED that the Board approves the lease of the Wilden Avenue Real Estate in accordance with IC 36-1-11-10 and authorizes the issuance of a Request for Bids to Lease Wilden Avenue Real Estate.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

PASSED and ADOPTED by the Goshen Board of Public Works and Safety on April 10, 2017.

REQUEST TO APPROVE RESOLUTION #2017-09 “CITY OF GOSHEN BICYCLE REGISTRATION PROGRAM DESIGNATION OF LOCATIONS AND EVENTS TO REGISTER BICYCLES AND AUTHORIZING THE WAIVER OF REGISTRATION FEES AT CERTAIN CITY-SPONSORED EVENTS”

Legal Compliance Administrator Shannon Marks requested Board approval for Resolution #2017-09. The City of Goshen has a Bicycle Registration Program to facilitate the identification, recovery, and return of bicycles found in the City to the rightful owner. Participation in the Bicycle Registration Program is voluntary for citizens of Goshen and the surrounding area. A bicycle owner may register their bicycle with the City of Goshen by completing a registration form and paying a bicycle registration fee.

Pursuant to Ordinance 4599, the Board of Public Works and Safety will designate the location and/or events in which bicycle registration will take place at least on an annual basis. Pursuant to Ordinance 4599, the Board of Public Works and Safety may authorize waiving the payment of the bicycle registration fee for an event sponsored by the Goshen Police Department, Goshen Fire Department, or Goshen Parks and recreation Department.

BE IT RESOLVED that the following locations are designated for the registration of bicycles with the City of Goshen:

- Goshen Police Department
Goshen Police & Court Building, 111 East Jefferson Street, Goshen
Monday through Friday (excluding holidays) from 8:00 a.m. until 4:00 p.m.
- Goshen Fire Department
Central Fire Station, 209 North Third Street, Goshen
Reliance Memorial Fire Station, 1728 Reliance Road, Goshen
College Avenue Fire Station, 1203 College Avenue, Goshen
Saturday (excluding holidays) from 8:00 a.m. until 12:00 p.m., provided that staff is available at the station and not out on a call.
- Goshen Parks and Recreation Department
Goshen Parks Administrative Office, 607 West Plymouth Avenue, Goshen
Monday through Friday (excluding holidays) from 7:00 a.m. until 4:00 p.m.
- Lincoln Avenue Cycle & Fitness
430 West Lincoln Avenue, Goshen
Regular business hours

BE IT FURTHER RESOLVED that the City of Goshen shall waive the payment of the bicycle registration fee by bicycle owners registering their bicycles at the following events:

- 2017 KIDS' & TEENS' TRY-ATHLON—Saturday, July 8, 2017

BE IT FURTHER RESOLVED that the City of Goshen shall waive the payment of the bicycle registration fee by bicycle owners registering their bicycle at First Friday events in Downtown Goshen in which the Goshen Police Department, Goshen Fire Department, or Goshen Parks and recreation Department elect to promote bicycle registration. This waiver shall be effective for the monthly First Friday events occurring through April 2018.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT WITH
POLICE DEPARTMENT—D.T. WILSON**

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment with the Goshen Police Department for Drew T. Wilson. Mr. Wilson must first complete and pass the baseline statewide physical and mental examinations. The Board will be requested to confirm the offer of employment when a position opening becomes available in the Police Department.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**REQUEST TO APPROVE PLYMOUTH AVENUE TRAIL CROSSING
MODIFICATION JN: 2015-0051**

Director of Public Works Dustin Sailor requested Board approval for the modification of the Plymouth Avenue Trail Crossing. A Request for Price was sent to three contractors for the installation of a 4' tall pedestrian push button pole at the southeast corner of Plymouth Avenue and Indiana Avenue. The additional push button is required to meet the current ADA regulations of no more than a distance of 10' between the curb and push button.

The Board is requested to approve an agreement with Michiana Contracting, Inc. for the installation of a 4' tall pedestrian push button pole at the southeast corner of Plymouth Avenue and Indiana Avenue with a lump sum cost of \$4,435.00.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**REQUEST TO APPROVE PARKING SPACE CLOSURE ANNEX BUILDING
SIDEWALK REPLACEMENT JN: 2016-0036**

Director of Public Works Dustin Sailor requested Board approval for the closure of parking spaces along the south side of Jefferson Street, from 5th Street to the east alley for removal and construction of the Annex Building sidewalk. Expected closure should take approximately two to three weeks depending on weather. During construction:

1. Access into the building will be off of 5th Street.
2. Parking on the south side of Jefferson Street will be blocked off.
3. Annex building employees that park on 5th Street and Jefferson Street are asked to park in the lot between the church and City Hall.
4. Those employees who park in the back of the building should not be impacted by the work unless the contractor is working right at the alleyway.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**REQUEST TO APPROVE CHANGE ORDER FOR KERCHER ROAD AND SR 15
INTERSECTION IMPROVEMENT PN: 2012-0017**

Director of Public Works Dustin Sailor requested Board approval for Change Order #1 for the Kercher Road and SR 15 Intersection Improvement Project. The Change Order includes the following two items:

The existing water service at 2513 S. Main Street (Lake City Bank) will be replaced with a 2” service to provide adequate service for the lawn irrigation system. The City agreed to increase the size of the original water service as part of the project. Fourteen 48” diameter storm structures will be replaced with fourteen 60” diameter storm structures. The change in diameter is required to support the casting required for the INDOT curb and gutter specified on the plans.

Project Funding:	\$2,037,677.42
Change Order #1	<u>\$ 28,946.88</u>
	\$2,066,624.30

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**REQUEST TO APPROVE MAYOR’S TRAFFIC COMMISSION STOP SIGNS IN
WATERFORD COMMONS SUBDIVISION JN: 2017-007**

Director of Public Works Dustin Sailor requested Board approval to install stop signs on the intersections that do not currently have stop signs in the Waterford Commons Subdivision. A total of thirteen stop signs will be added. This item was approved by the Traffic Commission.

Board Member Day moved to approve the request. Second by Mayor Stutsman and motion passed unanimously.

**HEARING TO REVIEW THE ORDER OF BOARD OF BUILDING COMMISSIONER—
626 EMERSON STREET**

Ronald Davidhizer was present for the hearing. Building Inspector Steve Bice stated that an inspection of 626 Emerson Street was conducted at 9:00 a.m. on April 10, 2017 and found that the property was approximately 75% compliant and that work was being completed as the inspection was conducted so the percentage of compliance may need to be adjusted to reflect the additional work.

Items #1, #3-6, and #9 were being worked on but were well underway to being completed. It was recommended that a new inspection be conducted to confirm the completion of repairs by April 15, 2017.

Mayor Stutsman moved to table the matter pending a final review scheduled for April 17, 2017. Second by Board Member Day and motion passed unanimously.

**HEARING TO REVIEW THE ORDER OF BOARD OF BUILDING COMMISSIONER—
217 W. WILDEN AVENUE**

Richard Kidder was present for the hearing. Building Inspector Steve Bice attempted to perform an inspection of the interior of the house at 217 W. Wilden Avenue on April 7, 2017, but there was no answer to repeated knocking attempts. The condition of the exterior of the property has worsened and it is assumed that the interior has not been brought into compliance. Mr. Kidder stated that he has been unable to complete the cited items due to personal health issues and the deaths of his parents. Additionally, with their passing, he has acquired their belongings which are being stored at this location. Mr. Kidder indicated a desire to be paired with community resources in order to bring his property into compliance. City Attorney Larry Barks stated that the City’s goal is to combine the interior and exterior enforcement orders into a single order, as they are currently separate orders.

Mayor Stutsman moved to find the property unsafe for items #1-10. Second by Board Member Day and motion passed unanimously.

Mayor Stutsman moved to grant an extension until May 29, 2017 for completion of the previously cited items with an inspection to be conducted during the week of May 22, 2017. Second by Board Member Day and motion passed unanimously.

There being no further business Mayor Stutsman moved to process claims and then to adjourn. Second by Board Member Day and motion passed unanimously.

BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD:

MAYOR JEREMY STUTSMAN _____

BOARD MEMBER MITCHELL DAY _____

BOARD MEMBER MICHAEL A. LANDIS _____

ATTEST _____
CLERK-TREASURER ANGIE MCKEE